

UCSB Undergraduate Economics Association
Executive Board Application
2020-2021 Academic Year
Deadline: May 31, 2020 at midnight

The Organization

The UCSB Undergraduate Economics Association (UEA) is a student-led initiative dedicated to addressing students' needs and concerns and organizing events that foster unity and promote academic success. In particular, the UEA focuses its resources on students who are not pursuing the Economics and Accounting major. We hope that through our programming, we are able to help raise awareness amongst students of the opportunities available across a variety of fields and elicit real world applications from traditional classroom learning.

General Responsibilities of Board Members

Specific and individual responsibilities will depend on the position held. Please see attached list of vacant positions for more detailed descriptions of each board member's responsibilities.

- Manage UEA social media content including the UEA email list, blog, Shoreline, and Facebook page.
- Maintain frequent communication with the UCSB Undergraduate Economics Department, professors, employers, and alumni.
- Organize and host meetings and events in collaboration with the Undergraduate Economics Department.

Conditions for Candidacy

- Candidate must be an Economics or Economics and Accounting major -OR- demonstrate strong ability and intent to major in Economics or Economics and Accounting.
- Candidate must be able to serve the entire academic year: Fall 2020 to Spring 2021.
- Candidate must be in good academic standing with the University.
- Candidate must be available to attend hosted events and weekly board meetings.

Application Materials

- Resume
- Unofficial Transcript
- 3 Short Answer Questions (250-400 words for each *EXCEPT* for the first question)
 1. Please refer to the attached list of vacant positions and rank each position according to preference—1 being the most preferred and 4 being the least

preferred. Please note that you will be primarily considered for your first position of preference, but we will still consider you for all other positions.

2. How have your prior academic and professional experiences prepared you for your preferred board position? What makes you a unique and attractive applicant for this position and/or being on the executive board in general? (*Please note: You may talk about one or more of your preferred positions in this section if you wish*)
3. You are in charge of creating the next event hosted by the UEA. Describe the event and explain how it might benefit students within the economics major. (*To see some of our prior events please refer to our [website](#) or [Facebook page](#)*)

Application Instructions and Deadline

All application materials must be submitted in PDF format via email at econ-uea@ucsb.edu. When submitting applications, please format the subject heading to be “UEA Board Application: Last Name, First Name.” Deadline for applications is **May 31st, 2020** at midnight.

Applications missing any of the required materials will be discarded from the application process.

If you have any questions or concerns about the application process, please feel free to contact us via email at econ-uea@ucsb.edu.

UEA Vacant Positions 2020-2021 Academic Year

The Undergraduate Economics Association's executive board consists of three main committees:

(1) Operations and Communications (2) Marketing (3) Financial Affairs

Each committee consists of 1-3 positions. Below are all the vacant and available positions for the 2020-2021 academic school year. The responsibilities for the entire committee and positions are outlined below.

Operations and Communications Committee

The Operations and Communications Committee is responsible for supervising the progress of the UEA's upcoming events and maintaining communications between the UEA and the Economics Department. In particular, the Operations and Communications Committee's duties include but are not limited to:

- Scheduling UEA meetings (e.g. general, board, and quarterly meetings with faculty and administration)
- Setting an agenda and leading UEA board meetings
- Managing UEA's email and communication between faculty, students and other relevant organizations on campus (e.g., AKP and UAS)
- Leading the organization and operations of UEA events

(1) Director of Operations:

The Director of Operations is responsible for maintaining a written record of UEA's meetings and club matters and ensuring that the club meets necessary requirements. The duties include but are not limited to:

- Writing and circulating a concise report following each board meeting.
- Constructing a quarterly schedule prior to the beginning of each quarter
- Monitoring club requirements with the Office of Student Life and leading related initiatives
- Assisting the Operations and Communications Committee Chair

Marketing Committee

The Marketing Committee is responsible for managing the UEA social media accounts and publicizing the UEA events. In particular, the Marketing Committee's duties include but are not limited to:

- Managing the UEA website
- Creating and distributing flyers for UEA's upcoming events
- Drafting emails publicizing UEA's upcoming events. These emails will primarily be

shared through the UEA email list, Career Connections, and Economics Department's email list-serv.

(1) ***Marketing Chair:***

The chair manages the entire committee and ensures that organization related content and advertisements are created and distributed within a timely manner to maintain the UEA's brand. The marketing chair will collaborate with the Director of Media and the Director of Outreach to determine needs and lead related initiatives.

(2) ***Director of Media:***

The Director of Media writes blog posts and creates flyers and other forms of media that are shared through the UEA website and social media platforms. They serve to engage the UEA members by creating media that appeals to their concerns and interests in economics. The Director of Media will also assist the chair in completing committee responsibilities.

(3) ***Director of Outreach:***

The Director of Outreach is broadly responsible for managing all outreach activities. They are in charge of engaging, recruiting, and maintaining followers of the UEA. Duties include but are not limited to:

- Planning and coordinating outreach events (e.g. Organization involvement fairs)
- Building a membership based program for the UEA
- Work with the rest of the Marketing team to increase the organization's visibility within the Economics Department and the broader UCSB community
- Connecting with the broader community by cultivating and maintaining relationships with businesses, individuals, and other relevant organizations